

Section 4. FLIGHT PLAN HANDLING

6-4-1. FLIGHT PLAN ACTIVATION

a. **AIS.** Handle departure reports as a routine radio contact in accordance with para 4-3-5. If a departure report has not been received within 1 hour of the proposed departure time and specific arrangements have not been made to activate the flight plan, cancel and file the proposed flight plan.

b. **AFSS.** Handle departure reports as a routine radio contact in accordance with para 4-3-5. If a departure report has not been received or the pilot has not amended the P time, a VFR flight plan will remain on the proposed list until 2 hours past the proposed time. At this time it is automatically removed from the list and entered on the Aircraft Data File (DD).

c. The AFSS Aircraft Data File (DD) is used for statistical and historical purposes. Movement messages, pilot briefs, and aircraft contacts are placed on the list automatically and are retained for the number of hours specified in the Aircraft Drop Interval (ADDI) parameter.

d. When a pilot reports a departure time that is more than 2 hours prior to the current clock time, request an updated ETE based on the aircraft's present position. MIFC facilities amend the ETE in the existing flight plan, and activate the flight plan using the current time as the time of departure (MIFC will automatically calculate the updated ETA) and inform the pilot of any changes.

6-4-2. DEPARTURE REPORT MESSAGE

When a pilot activates a flight plan with other than the tie-in station for the departure point, transmit a numbered message to the departure tie-in station.

EXAMPLE-

AIS
FF KRNOYFYX
DTG KHONYFYX
HON001 RNO
N98765 D1645 WMC ALW

MIFC
ORIGIN:MMV PRECEDENCE:FF TIME: ACK:Y
ADDR:RNO
TEXT:N98765 D1645 WMC ALW

NOTE-

Origin may be left blank as MIFC will insert the origin station's address.

6-4-3. ACKNOWLEDGING NUMBERED MESSAGES

Acknowledge a numbered message as soon as practicable after receipt. Prefix the acknowledgement with the letter R followed by a space and then the 3-digit message number.

EXAMPLE-

AIS
FF KMMVYFYX
4DTG KRNOYFYX
R 001

6-4-4. FLIGHT NOTIFICATION MESSAGE

a. When a departure report is received, or the pilot requests an assumed departure, transmit a flight notification message to the destination tie-in (FSS or BASOPS) as specified in FAAO 7350.6. Telephone or interphone, when available, may be used for flights of 30 minutes or less. The flight notification message shall contain the following information:

1. Type of flight plan (VFR or IFR).
2. Aircraft identification.
3. Aircraft type.
4. Departure point.
5. Destination.
6. ETA (If more than 24 hours, may use DTG).
7. Remarks, preceded by a \$ sign (as appropriate).

EXAMPLE-

AIS
FF KBOIFYFYX
DTG KCDCYFYX
VFR N2346F AC21/U PVU BOI 1348 \$ASMD
DEP

MIFC
FR:V AI:N2346F AT:AC21/U TS:130 DD:PVU TM:D1203
AE:85
RT:PVU..SLC..TWF..BOI
AD:BOI TE:0145 RM:\$ASMD DEP
FB:AA:PD:
NB:CR:OP:
CP:KBOIFYFYX TA:1348

NOTE-

M1FC will automatically extract the required items from the flight plan mask and transmit the flight notification message when a departure time is placed in the TM: field and the GI keyword is entered.

b. When the proposed flight plan is received from another AFSS/FSS, BASOPS, or DUAT vendor, and the departure station has only partial flight plan data, add a remark indicating the Service B address of the station holding the complete flight plan.

NOTE-

M1FC will automatically add this to the RM: field of the flight plan mask when it receives the proposal from another facility.

EXAMPLE-

AIS
FF KBOIFYFX
DTG KDCYFYX
VFR N12345 C182/U PVU OI 1958 \$FP
KIADXCLX

M1FC

FR:V AI:N1234 AT:C182/U TS:130 DD:PVU
TM:D1813 AE:85
RT:PVU..BOI
AD:BOI TE:0145 RM:\$FP KIADXCLX
FB: AA: PD:
NB: CR: OP:
CP: KBOIFYFX TA:1958

c. If the pilot elects to close the flight plan with a station other than the AFSS/FSS designated as the tie-in facility by FAAO 7350.6, send the flight notification message with remarks to both stations; e.g., FIRIV PNM. The designated tie-in AFSS/FSS shall assume both destination and search and rescue responsibility.

EXAMPLE-

AIS
FF KGFKYFYX KPNMYFYX
DTG KDCYFYX
VFR N2346F AC21 FDK PMB 1303
\$FIRIV PNM

M1FC

FR:V AI:N2346F AT:C172 TS:110 DD:FOD TM:P1800
AE:095
RT:FOD..OMA
AD:OMA TE:0050 RM:\$FIRIV FOD
FB:0200 AA: PD:JOE PILOT
NB:2 CR:R/W OP:
CP:KOLUYFYX KFODYFYX TA:1850

NOTE-

M1FC will autoaddress to the tie-in AFSS/FSS. Because the pilot elected to FIRIV with FOD, the message must also be manually addressed to FOD.

d. The station with which the pilot elects to close the flight plan shall forward a numbered closure message to the designated tie-in AFSS/FSS.

e. On civil flight plans, if the pilot advises of stopover points, show these in remarks.

EXAMPLE-

AIS
FF KBOIFYFX
DTG KDCYFYX
VFR N12345 C182/U PVU BOI 1958 \$LNDG
TWF

M1FC

FR:V AI:N1234 AT:C182/U TS:130 DD:PVU
TM:P1813 AE:85
RT:PVU..SLC..TWF..BOI
AD:BOI TE:0145 RM:\$LNDG TWF
FB: AA: PD:
NB: CR: OP:
CP:KBOIFYFX TA:1958

f. On military flight plans, in remarks use coded data pertinent to services, passengers, or cargo. In the absence of remarks, enter the letter N (meaning none) in the remarks field.

REFERENCE-

DOD Flight Information Publication, General Planning Document.

1. Flight notification messages with remarks activate a flag upon receipt in the M1FC computers at selected terminals.

2. When landing at a civil airport, if there are no remarks with the flight notification message, it is placed directly on the I list with no flag alert for notification purposes.

3. When landing at a military airport, all flight notification messages generate an "N" flag.

EXAMPLE-

AIS

FF KRCAYXYX

DTG KRIUYFYX

IFR DECAL01 T43/R SMF RCA 0135

\$AP3NP3S

M1FC

FR:MI AI:DECAL1 AT:T43/R TS:400 DD:SMF TM:D2205

AE:330

RT:SMF..FMG..SLC..DEN..RCA

AD:RCA TE:0330 RM:\$AP3NP3 S

FB: AA: PD:

NB: CR: OP:ZCO

CP:KRCAYXYX TA:0135

AIS

FF KBOIFYX

DTG KCDCYFYX

VFR R54321 2/UH1/U SLC BOI 1943 \$N

M1FC

FR:MV AI:R54321 AT:2/UH1/U TS:100 DD:SLC

TM:D1813 AE:45

RT:SLC..TWF..BOI

AD:BOI TE:0130 RM:\$N

FB: AA: PD:

NB: CR: OP:

CP:KBOIFYX TA:1943

g. Address military stopover flight notification messages to and obtain acknowledgements from the destination tie-in AFSS/FSS or BASOPS serving all destinations.

1. For the first leg, transmit the items in subparas 6-4-4a and 6-4-4f.

2. For each subsequent leg, transmit the destination, ETE, and remarks applicable to that leg only, prior to (/). AIS facilities: enter remarks, applicable to the entire flight, after the final leg. M1FC facilities: remarks pertaining to the entire mission should be in the RM: field.

3. Transmit the void time as the last item on a separate line using date/time group.

NOTE-

Provision of void time information is the responsibility of the pilot.

4. Separate stopover legs by inserting a slant (/) at the end of each leg except the last. Begin each leg on a new line.

EXAMPLE-

AIS

FF KCHSYFYX KJAXYFYX KMIAYFYX

DTG KBDYFYX

FR VV12345 P3 ADW CHS 1300/

NZC 01+30 A5 BALL DP10 AP5 S/

MIA 02+30 NO DE-ICING EQUIPMENT

VT011830

M1FC

FR:MI AI:BAT21 AT:F16/R TS:450 DD:DBQ

TM:D1700 AE:280

RT:DBQ..TNU..OFF/FOE 0+15/MLC 0+45

AD:OFF TE:0030 RM:*REMARKS \$VT012115

FB:0230 AA: PD:ON FILE BASOPS

NB:1 CR:OD OP:ZCG

CP:KOFFYXYX KFOEYXYX KMLCYFYX TA:1730

NOTE-

M1FC will autoaddress the CP: field, automatically extract the required items from the flight plan mask, and transmit a flight notification message to the destination BASOPS. MV is used in the FR field when sending a military VFR flight notification.

5. For composite flights, specify type flight plan as the first item of each leg.

6. When en route delays are involved, include delay time in ETE.

h. Apply military flight plan procedures to all civil aircraft landing at military bases.

NOTE-

It is the civil pilot's responsibility to obtain permission (from military authorities) to land at a military base.

i. Apply civil flight plan procedure to civil aircraft departing military bases and en route to civil airports.

j. When a pilot reports a departure time that is more than 2 hours prior to the current clock time, request an updated ETE based on the aircraft's present position. M1FC facilities amend the ETE in the existing flight plan, and activate the flight plan using the current time as the time of departure (M1FC will automatically calculate the updated ETA) and inform the pilot of any changes.

6-4-5. SUSPENDING FLIGHT NOTIFICATION MESSAGES

a. Suspend the flight notification message or proposal message until acknowledgment is received from the addressee, then file in the completed file.

b. If an acknowledgment is not received within the following time period, use the telephone or interphone to assure delivery.

1. Thirty minutes after departure if ETE is between 30 minutes and 2 hours.

2. One hour before ETA if ETE is 2 hours or more.

3. Thirty minutes after departure if RONVIP information is contained in remarks of a military flight notification.

c. When an acknowledgment for a message is required and has not been received in accordance with the procedure described above, M1FC facilities retransmit the complete message to the addressee. AIS facilities transmit the signal QSLQ and the complete aircraft identification to the addressee.

d. M1FC. Messages awaiting acknowledgment are suspended on the Suspense List (S). It contains a list of all numbered Service B messages (except those numbered messages sent internally to other facilities in the same FSDPS family) and those messages transmitted from the flight plan mask not acknowledged by all the addressees.

1. The message identification is the aircraft identification for flight notifications and/or the message number for all other message types.

2. Acknowledgments received via NADIN shall be automatically processed if they are in the proper format.

3. Improperly formatted acknowledgments will be directed to the Service B edit queue (B flag).

4. The S list will display the aircraft identification and message numbers in chronological order of transmission times (first transmitted being at the top) and the addressees for each message with an asterisk appearing next to those that have not acknowledged.

5. If a transmission has not been acknowledged by all addressees within 30 minutes, an asterisk will automatically appear immediately preceding the message identification in the S list and an S flag is automatically displayed on the terminals enabled for Edit and Review Service B Communications (ERS) function.

6. When an S flag is displayed, use the ERS keyword to display the S list in the edit mode. Use the RT keyword to retransmit the message to addressees who have not acknowledged the message.

EXAMPLE-

M1FC

RT N12345 (ACID as it appears on the S list)

RT 003 (MSG Number as it appears on the S list)

7. When an acknowledgment message is received from any other source, such as interphone/telephone or facility guarding for the addressee, the specialist shall display the Edit and Review Suspense List (ERS) and use the AK keyword to acknowledge the message.

EXAMPLE-

M1FC

AK DECAL01,KRCAYXYX

6-4-6. ACKNOWLEDGING FLIGHT NOTIFICATION MESSAGES

Acknowledge a flight notification message or proposal as soon as practical after receipt. Prefix the acknowledgment with the letter R followed by a space and then the full aircraft identification.

EXAMPLE-

AIS

FF KRCAYXYX

DTG KRIUYFYX

R DECAL01

NOTE-

M1FC will automatically acknowledge flight notification messages which are received in or have been edited into the correct format.

6-4-7. ACTION BY ADDRESSEES

In addition to acknowledging receipt of the flight notification message, addressees shall take the following actions:

a. Military IFR flights.

1. Notify BASOPS, if applicable, of the inbound flight.

2. Upon request, deliver flight plan amendments to the ARTCC.

3. File the flight notification message in the DD file or with the daily traffic.

4. Forward the actual departure time to the destination BASOPS or the tie-in AFSS/FSS for the next destination.

b. Military VFR flights.

1. Notify BASOPS, if applicable, of the inbound flight.

2. Suspend the message, awaiting closure/ cancellation/departure and assume destination station responsibility.

3. Forward the departure time to the destination BASOPS or the tie-in AFSS/FSS, and assume departure station responsibility.

4. M1FC. All flight notification messages are suspended on the Inbound List (I list). An entry on the I list will remain there until the flight plan is closed. Thirty minutes after the ETA (default value), if the flight plan has not been closed, it will automatically be placed in the Inbound Overdue Queue (I flag).

NOTE-

To display a flight plan on the I list, enter the keyword FP (ACID). To place a flight plan on the I list, use the keyword STI, use STIM to amend a flight plan.

c. If no information is received (e.g., departure time, revised ETA) indicating that the flight is still active prior to the void time, note this on the flight notification message and file.

6-4-8. MAJOR FLIGHT PLAN CHANGES FROM EN ROUTE AIRCRAFT

a. Change of Destination.

1. When a civil aircraft on a VFR flight plan or a military aircraft on any flight plan changes destination, obtain, as a minimum, the following information:

- (a) Type of flight plan.
- (b) Aircraft identification.
- (c) Aircraft type.
- (d) Departure point.
- (e) Old destination.
- (f) Present position.
- (g) Altitude and route.
- (h) New destination.
- (i) Estimated time en route.

NOTE-

If the flight plan mask is used to transmit the flight notification in lieu of the TB mask, the flight notification goes on the suspense list, acknowledgments are processed automatically, and flight plan and acknowledgments are placed in the DD file.

2. Transmit a revised flight notification message to the departure station, original, and new destination tie-in stations containing the type of flight, aircraft identification, aircraft type, departure point, new des-

tinuation, new ETA, and in Remarks, aircraft position and time, the words ORIG DESTN followed by the identifier of the original destination.

EXAMPLE-

VFR Change of Destination:

AIS
FF KBOIFYX KSFFIFYX
DTG KCDYFYX
VFR N98789 C182/U PVU GEG 2230 \$0VR
SLC 1900 ORIG DESTN BOI

M1FC
FR:V AI:N9878 AT:C182/U TS:130 DD:PVU TM:D1900
AE:105
RT:SLC..TWF..MLD..LWS..GEG
AD:GEG TE:0330 RM:\$0VR SLC 1900 ORIG
DESTN BOI
FB: AA: PD:
NB: CR: OP:
CP:KBOIFYX KSFFIFYX TA:2230

IFR Change of Destination:

AIS
FF KRCAYXYX KTIKXYX KRIUYFYX
DTG KCDYFYX
IFR DECAL01 T43/R SMF TIK 0230 \$AP3NP3S OVR SLC
2330 ORIG DESTN RCA

M1FC
FR:MI AI:DECAL1 AT:T43/R TS:400 DD:SMF TM:D2330
AE:310
RT:SMF..SLC..GJT..AMA..OKC
AD:TIK TE:0300 RM:\$NP3 S OVR SLC 2330 ORIG DESTN
RCA
FB: AA: PD:
NB: CR: OP:
CP:KRCAYXYX KTIKXYX KRIUYFYX TA:0230

NOTE-

On VFR flight plans, M1FC will transmit and file the flight plan with the TS: and AE: fields blank. On IFR flight plans, these fields must be completed. If the TS: and AE: are unknown, 2 or 3 zeros may be used instead.

b. Change from IFR to VFR. When a civil aircraft changes from an IFR to a VFR flight plan, obtain all flight plan information and then transmit a flight notification message to the destination tie-in station. Include the type of flight plan, aircraft identification and type, departure point, destination, ETA, and pertinent remarks.

EXAMPLE-

AIS
 FF KELPYFYX
 DTG KBFLYFYX
 VFR N87690 C182/U SFO ELP 2100 \$CNLD
 IFR OVER BFL

MIFC

FR:V AI:N8769 AT:C182/U TS:130 DD:PVU
 TM:D1940 AE:105
 RT:SLC..TWF..MLD..LWS..GEG
 AD:GEG TE:0330 RM:\$CNLD IFR OVR TWF
 FB: AA: PD:
 NB: CR: OP:
 CP:KSFFYFYX TA:2310

NOTE-

Obtaining the name of the original flight plan source may provide additional information if the aircraft becomes overdue.

c. Military Change from IFR to VFR or VFR to IFR. When a military aircraft changes from IFR to VFR, or VFR to IFR, or requests that other significant information be forwarded, transmit this information to the destination station.

EXAMPLE-

AIS
 FF KTIKYXYX
 DTG KDENYFYX
 DECAL01 CHGD TO VFR RON

MIFC

ORIGIN:DEN PRECEDENCE:FF TIME: ACK:N
 ADDR:KTIKYXYX
 TEXT:DECAL01 CHGD TO VFR RON

6-4-9. CHANGE IN ETA

When an aircraft wants to change its estimated time en route (ETE), facilities shall secure a new estimated time of arrival (ETA) and forward the information to the destination tie-in station as a numbered message. The destination tie-in station shall acknowledge and, thereafter, use the new ETA as the standard for any necessary follow-up action; e.g., QALQ message.

EXAMPLE-

AIS
 FF KSFFYFYX
 DTG KBOIFYFYX
 BOI001 SFF
 N34567 E2140

MIFC

ORIGIN:BOI PRECEDENCE:FF TIME: ACK:Y
 ADDR:SFF
 TEXT:N34567 E2140

NOTE-

MIFC will automatically acknowledge the message, change the ETA on the flight plan and inbound list, and store the message in the DD file without specialist intervention.

6-4-10. FLIGHT PLAN CLOSURE

Do not transmit arrival reports except under unusual circumstances or in the following cases:

a. Transmit to any facility requested by the pilot, arrival or any other information involving FAA or Canadian MOT aircraft.

EXAMPLE-

AIS
 FF KDCAYFYX
 DTG KHHRYFYX
 HHR002 DCA
 N2 A0839 (Remarks, as appropriate)

MIFC

ORIGIN:HHR PRECEDENCE:FF TIME: ACK:Y
 ADDR:DCA
 TEXT:N2 A0839 (Remarks as appropriate)

b. For U.S. military aircraft, transmit arrival reports to the departure station only when:

1. Requested by BASOPS.
2. Special military flights arrive.

c. When a pilot closes a flight plan with a station that has not received a flight notification message, obtain as a minimum, the departure point, the flight planned destination point, and the station with which the flight plan was filed.

1. If the station receiving the closure is the tie-in station for the planned destination, transmit an arrival message to the departure station with the remark FPNO and the departure point and destination identifiers. The departure station shall relay the arrival information to the station holding the flight notification message in the active file.

EXAMPLE-

AIS

FF KPHFYFYX

DTG KMIVYFYX

MIV001 PHF

N8567 A1745 FPNO PHF NMK

MIFC

ORIGIN:MIV PRECEDENCE:FF TIME:ACK:Y

ADDR:PHF

TEXT:N8576 A1745 FPNO PHF NMK

2. If the station receiving the closure message is not the destination tie-in station, transmit a closure message to the destination tie-in station, including the aircraft identification, the closure time, the departure point, and destination. Remarks are optional.

EXAMPLE-

AIS

FF KHUFYFYX

DTG KDAYYFYX

DAY003

N11ND C1217 LOU IND LNDD CMH

MIFC

ORIGIN:DAY PRECEDENCE:FF TIME:ACK:Y

ADDR:HUF

TEXT:N11ND C1217 LOU IND LNDD CMH

NOTE-

Closure and arrival messages do not process automatically; manual intervention is required.

6-4-11. MILITARY FLIGHTS TO/FROM U.S.

a. To U.S. If REQ ARR is in remarks, suspend the flight plan until arrival information is received from BASOPS and forward to the departure location.

b. From U.S. If requested by BASOPS, include REQ ARR in remarks section of ICAO flight plan. Terminate suspense action only after receipt of an arrival message and delivery to BASOPS.